Training General Officer Steering Committee
8-9 Mar 00, Fort Monroe, Morelli Auditorium
ADMINISTRATIVE INSTRUCTIONS

 Phone Access: **Phones during the TGOSC will be available in the lobby of the Morelli:**
>   a.   **In-coming calls use (757) 727-2059/2051/ DSN 680-2059/2051.**
>   b.   **Out-going calls use (757) 727-2149/ DSN 680-2149.**

Note: To make a CLASSIFIED phone call, see SFC Bartusek in the lobby of the Morelli.   Admin desk personnel will be available for assistance with the phones, and issuing control numbers for overseas calls during the TGOSC. Cell Phones will also be available in the admin room (Room 131), for out-going calls by TGOSC attendee s.

 Fax Access: **See admin desk for faxing (UNCLASSIFIED only).**
>   a.   **Fax number is (757) 727-2624/ DSN 680-2624.**

Note: To send CLASSIFIED material contact SFC Bartusek in the lobby of the Morelli.

 Locations: **A map of Ft. Monroe and key locations are located in your conference book. TGOSC will take place at the Fort Monroe, Morelli auditorium, building 133 (#20 on the attached map). For other key locations refer to the attached map.**

 Administrative Room: **SFC Moore will be located in the admin room *(Room 131).* Computer access (UNCLASSIFIED only) with MS office 2000, Color desk jet printer and Zip drive. Limited Internet access and cell phones will be available for use by attendee s.**
For black & white copies see admin desk personnel.

 Latrines: **Latrines are located directly outside the Morelli.**

 Bulletin Board: **All non-urgent messages will be posted on a board located at the Admin desk in the Lobby area. Priority Messages will be deliver directly to attendees by Conference Support Personnel.**

 Conference Fee: **The Conference Fee of $30 covers the working lunches, refreshments, and food during breaks for both days. See Admin desk personnel when registering, to pay fee and receive a receipt. Lunches will be served to the head table only; all other attendee s pick up their lunches at the admin desk just outside the Morelli auditorium doors.**